

CA-PMM**Project Name:** Construction Management System (CMS)**OCIO Project #:** 2660-415**Department:** Transportation**Revision Date:** 9/3/09**Status Report****Progress Report -- Team Member to Project Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Release of Request For Proposal (RFP).	6/11/08	3/9/10	Change of procurement strategy, and impact from the State mandatory (3-day per month) furlough program.
Contract Approval	7/1/09	9/21/11	Complexities of new procurement process which will be open to all vendor or solution types. The mandatory furlough program (through June 2010) adds 36 working days of delays.
CMS Project Implementation	6/4/12	9/30/14	Uncertainties of CMS solution (to be proposed by vendors via the "open" procurement process).

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Status Report

Accomplished this month

8/12: Kickoff meeting for DGS RFP boot camp. CMS project was selected as a pilot to participate in the RFP boot camp. The stated purpose of the boot camp was to streamline large IT project procurements from an average of 29.5 months to 9 months -- by bringing all parties to the table to make decisions and resolve issues quickly, reducing review times at various agencies, and eliminating draft bidder responses.

8/17: RFP boot camp meeting commenced. Daily meetings since 8/17 between the core CMS team members and DGS representatives. Goal was to complete the RFP within 30 working days. Reviewed CMS functional requirements, rolled up requirements to higher level to allow for more competition from various vendors (COTS, MOTS, custom solution, ASP and SaaS).

8/20: Submitted the FY 2010-11 BCP to the BTH Agency. Purpose of BCP was to reappropriate project funding to future years due to project delays. BCP will be due to the Department of Finance on 9/14/2009.

8/26: Held the second CMS Executive Steering Committee meeting. Briefed the executives (CIO, interim CFO, and Chief Engineer) about the CMS RFP boot camp and its associated impact to project schedule, budget and scope; presented to the committee the CMS project approval table relating various project approval documents and funding history (FSR, SPR, Finance Letter and BCP); and provided status of current BCP and SPR. Per IT PMO, the CMS SPR was at the Director's Office.

8/31: Continue with RFP boot camp meetings to revise the CMS RFP.

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Planned/Scheduled Completion in Next Two Weeks		
Facilitate and coordinate the review and approval of BCP and SPR; Continue working sessions for RFP revision; Continue revision of ITPP; Continue with the following activities: <ul style="list-style-type: none">• Updating CMS Project Plans,• Data conversion planning for CAS, EWB and other systems,• Identifying business rule changes associated with the system implementation,• Identifying impacts to construction policy and procedures,• Planning change management, publicity and public relations,• Forms analysis, and• System interfaces.		
Status Summary	Yes/No	Explanation
Will all assigned tasks be accomplished by their due date?	No	Delays due to the change of project strategy and the reversal of earlier conceptual approval of custom development strategy. Additional 36 working days of delay due to the mandatory (3-day per month) furlough program.
Are there any planned tasks that won't be completed?	No	See above
Are there problems which affect your ability to accomplish assigned tasks?	Yes	See above
Do you plan to take time off that is not currently scheduled?	Yes	Jury Duty was scheduled for the week of 9/21; postponed to 12/7/09.

Status of Assigned Issues

Issue Number	Description	Due Date	Status
1	FY 2009-10 Finance Letter (FL) was denied by DOF.	2/13/2009 See issue #2	Existing approved funding in FY 2009-10 and FY 2010-11 may be in jeopardy if not reapportioned to outer years.
2	FY 2010-11 Budget Change Proposal (BCP) due to DOF	9/14/09	Submitted to BTH on 8/20/09.
3	Mandatory State furlough program (3-day per month through June 2010).	6/30/10	The mandatory furlough program will add a total of 36 working days of project delays.

CA-PMM**Project Name:** Construction Management System (CMS)**OCIO Project #:** 2660-415**Department:** Transportation**Revision Date:** 9/3/09**Status Report****Status Report – Project Manager to Sponsor****Current Status Report**

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Change of project strategy.	Delay of RFP release.	Need to revise SPR and RFP.
2. Were any key milestones or deliverables rescheduled?	Yes	Change of project strategy.	Delay of RFP and Contract Approval.	Revise SPR and redistribute existing funds
3. Was work done that was not planned?	Yes	Change of project strategy.	Rework of RFP, evaluation criteria, and ITPP.	Revise RFP, evaluation criteria, and ITPP.
4. Were there any changes to scope?	No	Proposed scope reduction has been set aside due to a change in procurement strategy.	Possible funding shortfall to deliver the full scope as originally envisioned in the FSR.	May need to cut scope to reduce project cost.
5. Were tasks added that were not originally estimated?	Yes	Added tasks for State DOT survey, RFI, and rework of SPR, RFP, and ITPP.	Delay of project schedule, and added costs for consultants/staff.	Revise SPR to address schedule delay and added costs.
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	Yes	Change of project strategy.	Delay of RFP and Contract Approval.	Delay impacted tasks.
8. Are there any new major issues?	Yes	Denial of FY 2009-10 Finance Letter	Possible funding shortfall due to lapsing of FY 09-10 project funds.	Redistribution of existing funding via a BCP, will require DOF approval.
9. Are there any staffing problems?	Yes	Due to change of procurement strategy, RFP is delayed and rework is needed.	Acquisition specialist and IV&V consultants may not be available when needed.	Reliance on back-up staff who may be less knowledgeable and not familiar with the project.

CA-PMM**Project Name:** Construction Management System (CMS)**OCIO Project #:** 2660-415**Department:** Transportation**Revision Date:** 9/3/09**Status Report****Look Ahead View**

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	Rework of SPR, RFP, evaluation criteria, and ITPP.	Concurrent revision and review of critical deliverables.
2. Do any key milestones or deliverables need to be rescheduled?	Yes	SPR, BCP, RFP, Contract Award.	Concurrent revision and review of critical deliverables.
3. Is there any unplanned work that needs to be done?	Yes	Rework of SPR, RFP, ITPP and change of procurement process will delay the Contract Approval.	Get early buy-in from the OCIO as the RFP is being developed.
4. Are there any expected or recommended changes to scope?	Yes	Scope reduction to reduce cost or business requirements.	Reduce business requirements to accommodate COTS or ASP solutions, and/or to reduce cost for MOTS or custom solution.
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	RFP release, bidders' conference, contract award.	Concurrent revision and review of critical deliverables.
8. Are any major new issues foreseeable?	Yes	If BCP is rejected by DOF, project will have critical funding shortfall.	Work through OCIO to get DOF confirmation that redistribution of FY 09-10 funds will be allowed.
9. Are any staffing problems anticipated?	Yes	Acquisition specialist and IV&V consultants may not be available when needed (planned vacation).	Reliance on back-up staff who may be less knowledgeable and not familiar with the project.

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See "Accomplished This Month" section above.

Project Milestones:*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
RFP Release	6/11/08	3/9/10	Delayed	Change of procurement strategy and State mandatory furlough program will delay the RFP release date.	
Contract Approval	7/1/09	9/21/11	Delayed	Change of procurement strategy and complexities of new procurement process will delay the approval of the contract.	
Implementation	6/4/12	9/30/14	Delayed	Change of procurement strategy will delay the project implementation.	

CA-PMM**Project Name:** Construction Management System (CMS)**OCIO Project #:** 2660-415**Department:** Transportation**Revision Date:** 9/3/09**Status Report****Variances**

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			y	Will submit a SPR to move out the project milestones and schedules. Will submit a BCP to reapportion project funding consistent with new project schedule.
Milestones			y	Will submit a SPR to move out the project milestones and schedules. Will submit a BCP to reapportion project funding consistent with new project schedule.
Deliverables		y		Will submit a SPR to move out the project milestones and schedules. Will submit a BCP to reapportion project funding consistent with new project schedule.
Resources		y		Will submit a SPR to move out the project milestones and schedules. Will submit a BCP to reapportion project funding consistent with new project schedule.
OneTime Cost	y			
Continuing Cost	y			

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Status Report

Status Reports – Sponsor to Steering Committee

Summary Milestones and Highlights

Project Milestones: <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
RFP Release	6/11/08	3/9/10	Delayed	Change of procurement strategy and State mandatory furlough program will delay the RFP release date.	
Contract Approval	7/1/09	9/21/11	Delayed	Change of procurement strategy and complexities of new procurement process	
Implementation	6/4/12	9/30/14	Delayed	Change of procurement strategy will delay the project implementation.	

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			y	Will submit a SPR to move out the project milestones and schedules. Will submit a BCP to reapportion project funding consistent with new project schedule.
Milestones			y	Will submit a SPR to move out the project milestones and schedules. Will submit a BCP to reapportion project funding consistent with new project schedule.
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Resources		y		Will submit a SPR to move out the project milestones and schedules. Will submit a BCP to reapportion project funding consistent with new project schedule.
One Time Cost	y			
Continuing Cost	y			

CA-PMM**Project Name:** Construction Management System (CMS)**OCIO Project #:** 2660-415**Department:** Transportation**Revision Date:** 9/3/09**Status Report****Monitoring Vital Signs Scorecard**

Vital Sign	Variance	Value	Your Score	Comments
1. Customer Buy-In	High Degree of Buy-In	0	0	
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	1	Medium viability because of uncertainties of CMS solution at contract award. Too many variables in the number of solutions that could be proposed by vendors in an "open" procurement process.
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	2	
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	1	The last estimated cost (based on the highest cost alternative) was higher than previously approved budget.
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	1	
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	1	Many uncertainties due to the complexities of the new procurement process that is open to all vendor and solution types.
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0	
	Partially engaged	1		
	Inadequate enagement	2		
8. Strategy Alignment	Strong alignment	0	1	Patial alignment because the Department's preferred strategy of custom solution did not result in a RFP for the preferred solution.
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0	
	Medium	1		
	Weak	2		

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	1	Not sure about vendor viability before the RFP is released. Vendor viability will become clearer when the CMS team has the opportunity to evaluate vendors' proposals, and at the time of contract award.
	Medium	1		
	Weak	2		
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	1	
	80-90% on time	1		
	<80% on time	2		
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	1	
	80-90% on time	1		
	<80% on time	2		
13. Actual vs. Planned Resources	>90% assigned and available	0	1	
	80-90% assigned and available	1		
	<80% assigned and available	2		
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	
	15-25%	1		
	>25%	2		
15. Team Effectiveness	Highly Effective	0	0	
	Moderately Effective	1		
	Ineffective	2		
Total			11	

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

Vendor Viability Rating Rationale

Vendor viability is uncertain at this time because of the "open" nature of the procurement process. The variability of potential vendor is now wide open because of the change in procurement strategy that is open to all solution types (COTS, MOTS, integration of multiple COTS, SaaS or ASP hosted solution, and custom developed solution). The viability of vendors will become clearer when all vendor-proposed solutions are evaluated. However, based on the RFI conducted in 2008, no vendor seemed to have an overall best fit solution.